

STATINTL

2002/01/11 : CIA-RDP83T00573R000600060033-7

4050-77

DDA 77-5981
9 NOV 1977

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Systems Analysis Staff, DDA
Chief, Information & Privacy Staff, DDA
Chief, Equal Employment Opportunity Staff, DDA

STATINTL

FROM:

Chief, Management & Assessment Staff, DDA

SUBJECT:

Management Conferences (Regular Objectives)
for the Period 1 October through 30 November
1977

REFERENCES:

- a. Mult Adse Memo fm C/MAS/DDA dtd 14 Sep 77,
subj: DDA Office Management Conferences
(DDA 77-5080)
- b. Mult Adse Memo fm C/MAS/DDA dtd 4 Oct 77,
subj: Management Objectives for Fiscal
Year 1978 (DDA 77-5418)

1. The bimonthly management conferences of the DDA and the Office Directors which are scheduled for December will provide the opportunity for a review of the status of the regular objectives for FY 1978 covering the period 1 October through 30 November 1977. Attached is the schedule of dates and the times for the December conferences.

2. In preparation for the conferences, it is requested that each Office submit to the DDA through the Management and Assessment Staff at least 5 working days before the

SUBJECT: Management Conferences (Regular Objectives) for the
Period 1 October through 30 November 1977

conference an original and five (5) copies of the action plan and the status report for each objective. STATINTL



Attachment:
December Management Conference Schedule

cc: A/I/DDA, w/att
Budget Staff, w/att
Comptroller [REDACTED] w/att

STATINTL

DDA MANAGEMENT CONFERENCES
DECEMBER 1977

OFFICE	DATE	TIME
ISAS	1 December 1977	10:30 - 11:30
IPS	2 December 1977	4:00 - 5:00
OTR	5 December 1977	10:30 - 11:30
OMS	6 December 1977	10:30 - 11:30
OL	¹⁵ / ₇ December 1977	10:30 - 11:30
OF	8 December 1977	10:30 - 11:30
OC	9 December 1977	10:30 - 11:30
OP	12 December 1977	10:30 - 11:30
EEO	13 December 1977	10:30 - 11:30
OS	14 December 1977	10:30 - 11:30
ODP	⁷ / ₁₅ December 1977	10:30 - 11:30 1100 - 1200